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Establishment of Plan for "In Transit Allotment Accounts - 01"

1. Establish an .01 Allotment Account, of vouchered funds, in each of the FI, PP, TSS and Administrative Staffs, DD/P, to be administered under the supervision of the appropriate Career Service Officer. This account will be titled the "In Transit Allotment Account - FI" (and PP, TSS, Admin).
2. Transfer from the unvouchered fund budgets of each division to each of four (4) accounts indicated in para. 1 above, funds to support .01 expenditures. Amounts so transferred will be governed by the number, salary, and Career Service designation of those personnel presently on duty in headquarters and slotted against current field T/O's or obsolete headquarters or field T/O's and paid from unvouchered funds.
3. Impound, in DD/P Admin, those ceiling slots of the divisions which personnel on unauthorized unvouchered funds presently occupy. Release of these slots will be contingent upon individual justification to the Chief of Administration, DD/P. Field ceiling slots which have been occupied by personnel at headquarters for more than six (6) months will be considered forfeited.
4. Transfer all future "in casual" personnel, together with funds, to the appropriate Career Service "In Transit Allotment Account" immediately after the expiration of home leave or thirty (30) days, whichever is the lesser.
5. Keep all "out casual" personnel on the appropriate "In Transit Allotment Account" until a formalized departure date has been established, but in no instance sooner than 30 days prior to actual departure to an overseas post.
6. Personnel paid from the Career Service "In Transit Allotment Accounts" may be held by the division of origin at the discretion of the Career Service Board, and may be temporarily assigned or detailed within the Clandestine Services by the appropriate Career Service officer. When an individual is assigned to a permanent change of station or duty from the Career Service "In Transit Allotment Account" the funds allocated to the account for his pay are then to be transferred back to the division of origin.

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7. Monthly reports on the status of the accounts indicated in para. 1 above will be submitted to the Chief of Administration, DD/P, the Chief of Operations, DD/P, and the Assistant Director of Personnel. The first of these reports will be submitted as of 30 October 1954 and will contain the following information:

a.	Name	Grade and Title	"In Casual" or "Out Casual" Status	Date "Casual" Status Acquired	Office or Division
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Present Duty Assignment	Career Plans for Individual
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b. Total funds expended from each allotment account during past month.

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Exception to this procedure in the slotting of personnel at Headquarters on UV positions will be confined to those relatively few cases involving factors of security or operations peculiar to the situation which preclude the use of vouchered funds. The necessity for any exception must be attested to by the appropriate cover staff.

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